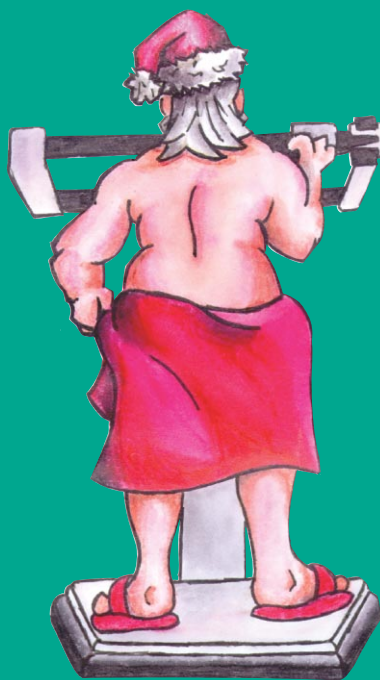


HOLIDAY WEIGH IN

It's that wonderful time of the year again...

shopping, eating, baking, tasting, wrapping, snacking, partying, munching!



IHC HEALTH PLANSSM

A Service of Intermountain Health Care

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For questions or comments, please contact

Debbie Murphy

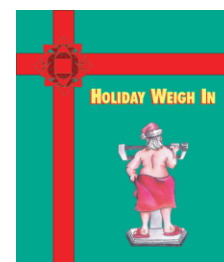
IHC Health Plans Program Development

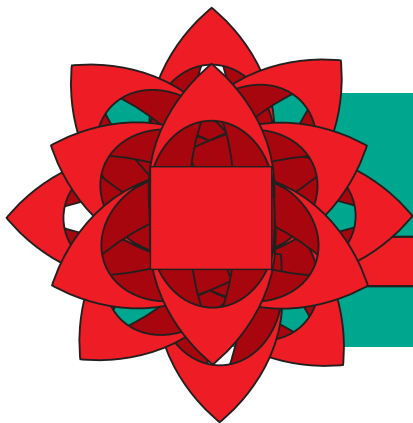
Phone: 1-801-442-6766

E-mail: healthmanagement@ihc.com

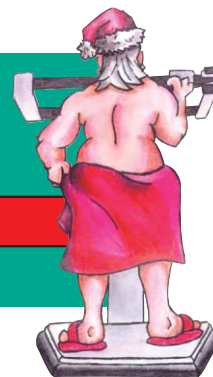


IHC HEALTH PLANS™
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HOLIDAY WEIGH IN



Introduction

Choosing the Right Program for Your Company

IHC Health Plans' Health Management Services is pleased to provide you with this complete "Holiday Weigh In" kit. This kit has been designed to assist you in the implementation of this worksite program among your workplace. The goal of the program is to encourage your employees to maintain or lose weight over the holidays, instead of gaining weight.

According to a study in the March 23, 2000 *New England Journal of Medicine*, the average holiday weight gain is less than a pound; however, that weight is not lost after the holidays are over. "This is a 'good news/bad news' story," said Dr. Yanovski. "The good news is that people don't gain as much weight as we thought during the holidays. The bad news is that weight gained over the winter holidays isn't lost during the rest of the year." Dr. Yanovski also stated that this additional weight gain might contribute to heart disease, diabetes, and other serious health problems. These findings suggest that developing ways to avoid holiday weight gain may be extremely important for preventing obesity and the diseases associated with it.

This kit is designed to meet your needs and the needs of your employees. We realize each worksite is different, so this kit provides you with three variations of the program, ranging from only distributing educational materials to making environmental changes. (Consider budget, managerial support, human resources, and the needs of your employees when determining which program to implement.)

Three Program Variations

Awareness/Education Campaign

An awareness/education campaign is a good first step to educate your workforce on the importance of healthy lifestyle choices. An awareness/education campaign is generally low in cost and relatively easy to implement. This particular campaign involves the use of educational handouts or healthy recipes as a way to reinforce health messages to your employees. This can be done via paycheck inserts, the company newsletter, bulletin boards, or other displays. These communications can make employees aware of the opportunity to participate in the program and the value of taking steps to improve their personal health.

Lifestyle Campaign

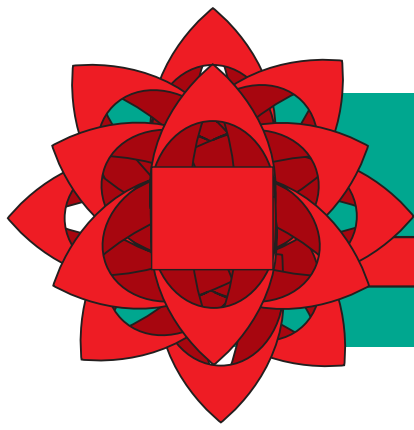
A lifestyle campaign is designed to motivate employees to improve their health and well-being and give them a specific opportunity to take action. This strategy goes beyond the awareness/education campaign, as employees will form teams and work together to maintain their weight throughout the holidays. The goal is to get your employees to actively participate in health behavior changes and to provide motivation and social support for the process.

Environmental Support Campaign

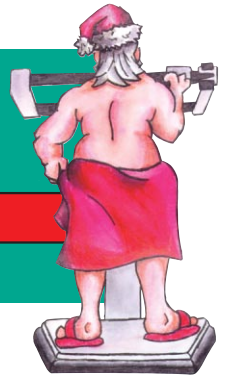
Environmental or cultural support may be the most important, yet the most overlooked component of a comprehensive worksite health promotion program. Environmental support means developing policies, procedures, and structures that allow for healthy choices. Environmental programs also recognize healthy choices as a win/win for both employees and employers. An example of environmental support is offering healthy choices in the cafeteria. The goal of an environmental program is to create a permanent change in the actual workplace.

This program is easy to implement, and your employees will look forward to participating annually.





HOLIDAY WEIGH IN



Getting Started – Awareness/Educational Campaign

An awareness campaign is a good first step to educating your workforce on the importance of healthy lifestyle choices. An awareness campaign is generally low-cost and easy to implement. This campaign involves the use of educational handouts or healthy recipes as a way to reinforce health messages to your employees. These communications can make employees aware of the opportunity to participate in a healthy lifestyle program and the value of taking steps to improve their personal health.

Step #1

Review Program Materials

Read through the materials provided to determine how you will implement the program. The program is designed to be flexible to meet your needs. Materials used for this campaign include the following:

- Educational handouts;
- Recipes;
- E-mail/voicemail messages;
- Paycheck insert;
- Company newsletter message; and
- Kick-off materials.

Step #2

Create a Timeline

The timeline is the basis of your planning strategy, and the key in implementing the program. This process will help you realize what needs to be accomplished and when (in order to achieve the desired results). Important planning dates include the following:

- The length of the program. How long should it run?
- Start and end dates. Will the program start before Halloween or before Thanksgiving? Will the program end after Christmas or after New Years?
- Distribution of educational handouts. Do you want to distribute these weekly or biweekly?

Step #3

Prepare Program Materials

Customize the materials you will use for your program. Personalize them with specific dates, times, and locations. Reproduce any educational handouts or recipes you will use.

Step #4

Implement Program

Kick off your educational campaign with some fun activities. This can be as simple or as involved as your time allows. Some ideas include the following:

- A lecture on healthy eating during the holidays or managing holiday stress;
- A table display or bulletin board on the benefits of maintaining weight during the holidays;
- A healthy holiday recipe contest; or
- Educating your employees via e-mail/voicemail, handouts, company newsletters, or paycheck inserts.

Step #5

Evaluate Program

Evaluating the program will help you determine the activities in which your employees participated and how effective the program was at encouraging behavior change.

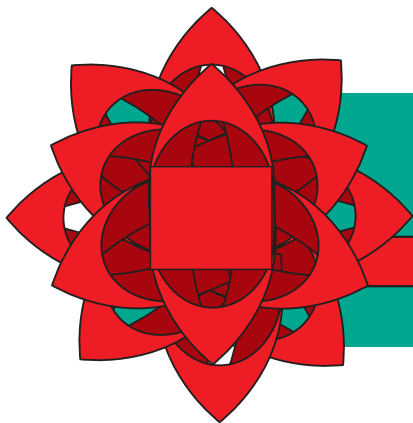
Things to consider when evaluating the program include the following:

- The number of employees who received promotional materials;
- The number of participants;
- The number who completed the program; and
- Satisfaction with the program.



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HOLIDAY WEIGH IN



Getting Started – Lifestyle Campaign

A lifestyle campaign will help motivate employees to improve their health and well-being and give them a specific opportunity to take action. This strategy goes beyond the awareness/education campaign, as employees will form teams and work together to maintain their weight throughout the holidays. The goal is to get your employees to actively participate in health behavior changes and to provide motivation and social support for the process.

Step #1

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Read through the materials provided to determine how you will implement the program. The program is designed to be flexible to meet your needs. Materials used for this campaign include the following:

- Educational handouts;
- Recipes;
- E-mail/voicemail messages;
- Paycheck insert;
- Company newsletter messages;
- Weigh in/out forms;
- Drop box cover; and
- Kick-off materials.

Step #2

Program Planning

The planning process is the time to determine your goals for the program. For example, what level of total weight loss and employee participation are you working to achieve. Also determine what organizational resources you will need, as well as a budget.

Step #3

Create a Timeline

The timeline is the basis of your planning strategy, and the key in implementing the program. This process will help you clarify when steps need to be accomplished to achieve the desired results. Important planning dates include the following:

- The length of program. How long do you want the program to run?
- Start and end dates. Will the program start before Halloween or before Thanksgiving? Will the program end after Christmas or after New Years?
- Registration. When are the enrollment forms due? When is the weigh out?
- Promotion. When will you start promoting the program?
- Distribution of educational handouts. Do you want to distribute these weekly or biweekly?
- Prize distribution. When will the prizes be distributed?

Step #4

Determine Incentives

When choosing incentives, consider your budget and the number of participants you anticipate. Incentives don't have to be expensive or given to every participant. Decide how the winners will be determined (e.g., the team that loses the most, all teams that maintain, and/or by prize drawing).



Step #5

Design your promotional plan

Promoting the event is one of the most important steps. Without proper promotion, a well-designed program will be unsuccessful. Start promoting your program two to three weeks prior to the kickoff day. Promotion materials may include the following:

- E-mail/voicemail messages;
- Paycheck inserts;
- Posters/flyers;
- Company newsletter messages; and
- Bulletin boards.

Step #6

Prepare program materials

Customize the materials you will use for your program. Personalize them with specific dates, times, and locations. Reproduce trackers, weigh in/out forms, and any educational handouts or recipes you will use.

In addition, you should provide a scale for employees to use. Advertise the location of the scale(s) on your flyers and weigh in/out forms. You will also want to create a way to track team weights.

Step #7

Implement Program

Kick off your lifestyle campaign with some fun activities. This can be as simple or as involved as your time allows. Some ideas include the following:

- A lecture on healthy eating during the holidays or managing holiday stress;
- A table display or bulletin board on the benefits of maintaining weight during the holidays; or
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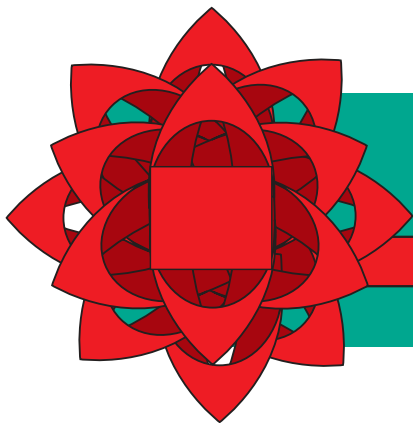
Step #8

Evaluate program

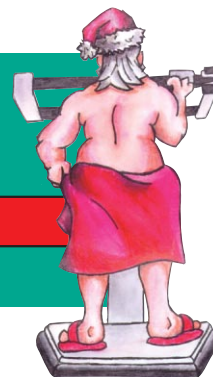
Evaluating the program will help you determine the activities in which your employees participated and how effective the program was at encouraging behavior change. Some things to consider when evaluating the program include the following:

- Number of employees who received promotional materials;
- Number of participants;
- Number who completed the program; and
- Satisfaction with the program.





HOLIDAY WEIGH IN



Getting Started – Environmental Support Campaign

Environmental or cultural support may be the most important, yet the most over-looked component of a comprehensive worksite health promotion program. Environmental support means developing policies, procedures, and structures that allow for healthy choices. Environmental programs also recognize healthy choices as a win/win for both employees and employers. An example of environmental support is offering healthy choices in the cafeteria or giving a pedometer or other health-related item as your company's holiday gift.

Step #1

Review Program Materials

Read through the program materials provided to determine how you will implement the program. The program is designed to be flexible to meet your needs. Materials used for this campaign include the following:

- Educational handouts;
- Recipes;
- E-mail/voicemail messages;
- Paycheck insert;
- Company newsletter message;
- Weigh in/out forms;
- Drop box cover; and
- Kick-off material.

Step #2

Program Planning

The planning process is the time to determine your goals for the program. For example, what level of total weight loss and employee participation are you working to achieve? Also, determine what organizational resources

you will need, and determine a budget.

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- Registration. When are the enrollment forms due? When is the weigh out?
- Promotion. When will you start promoting the program?
- Distribution of educational handouts. Do you want to distribute these weekly or biweekly?
- Prize Distribution. When will the prizes be distributed?
- Determine what environmental changes you want to put in place (healthy choices in the cafeteria, healthy holiday gifts) and place them on the timeline.

Step #4

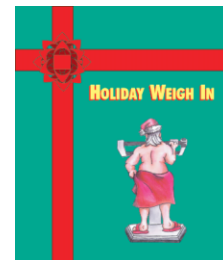
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In addition, you should provide a scale for employees to use. Advertise the location of the scale(s) on your flyers and weigh in/out forms. You will also want to create a way to track team weights.

Step #7

Implement Program

Kick off your educational campaign with some fun activities. This can be as simple or as involved as your time allows. Some ideas include the following:

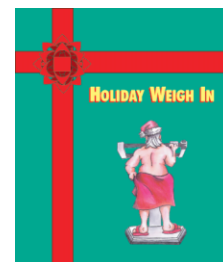
- Offer a lecture on healthy eating during the holidays or managing holiday stress;
- Create a table display or bulletin board on the benefits of maintaining weight during the holidays;
- Have a healthy holiday recipe contest;
- Promote walking clubs to help maintain weight during the holidays;
- Provide walking trails and maps; and
- Set up a policy regarding healthy foods at holiday office parties.

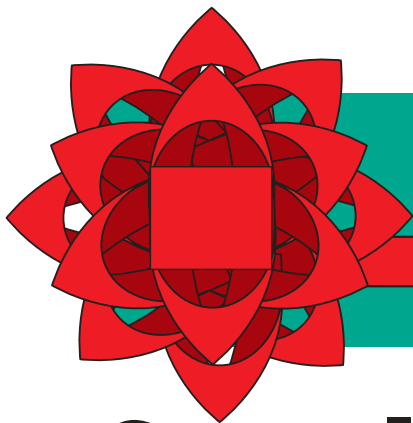
Step #8

Evaluate program

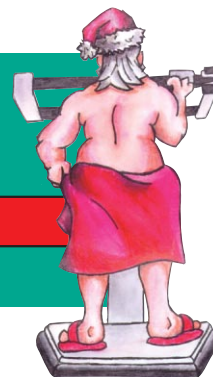
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- The number of employees who received promotional materials;
- The number of participants;
- The number who completed the program; and
- Satisfaction with the program.





HOLIDAY WEIGH IN



Sample Lifestyle Program

Lifestyle Program

Step #1

Review Program Materials

- ✓ Read through the program materials
- ✓ Determine program materials to be used
 - ◆ Weigh in/out forms
 - ◆ Drop box cover
 - ◆ Flyers
 - ◆ Paycheck insert
 - ◆ Educational handouts/recipes

Step #2

Program Planning

- ✓ Goal
 - ◆ Increase awareness of the importance of maintaining weight during the holidays
 - ◆ Provide employees with tools and resources to accomplish this goal

Step #3

Create a Timeline

- ✓ Program Dates: November 22 to January 9
- ✓ Promotion
 - ◆ Information and flyers to facilities by November 7
 - ◆ Paycheck insert November 7 (due to Marketing on October 20, due to HR October 30)
 - ◆ Information in company newsletter November 3 to 7 (due to Marketing by October 30)
 - ◆ E-mail/voicemail during the week of November 17 to 21
- ✓ Weigh in from November 10 to 21
 - ◆ Weigh in forms due November 21
- ✓ Weigh out from January 5 to 9
 - ◆ Weigh out forms due January 9
- ✓ Educational handouts and recipes (sent via e-mail)
- ✓ Prize Distribution – January 26 to 30

Step #4

Determine Incentives

- ✓ A prize drawing will be conducted on January 19
- ✓ Everyone who maintains or loses weight will be entered into a prize drawing
- ✓ Grand prize drawing for everyone who maintained or lost.

Step #5

Promotional Plan

- ✓ Paycheck stuffer. Insert promotional flyer into paycheck the week before the kickoff
- ✓ E-mail all employees the week of the kickoff informing them of the program
- ✓ Post flyers prior to the kick-off throughout building

Step #6

Prepare program materials

- ✓ Make appropriate number of copies of forms and educational materials
- ✓ Place dates and times on all flyers

Step #7

Implement Program

- ✓ Kick-off program
- ✓ Have drop boxes for employees to submit completed weigh in forms
- ✓ Send weekly educational e-mails
- ✓ E-mail weigh out forms
- ✓ Data entry of both weigh in and weigh out forms
- ✓ Conduct prize drawing

Step #8

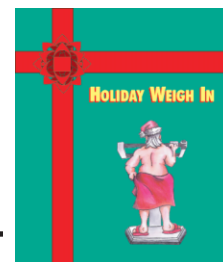
Evaluate Program

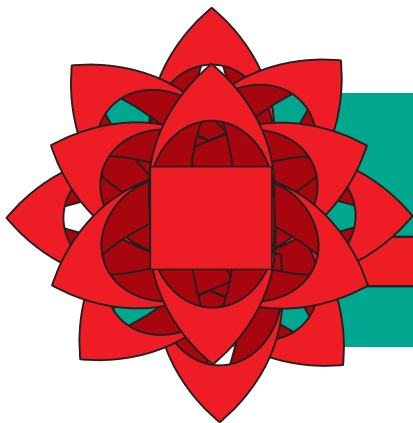
- ✓ After the program, send survey to participants to receive feedback
- ✓ Evaluate feedback and make appropriate changes where necessary



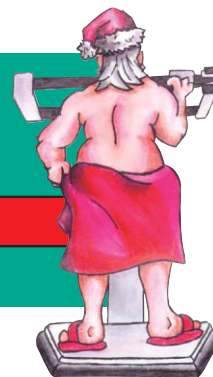
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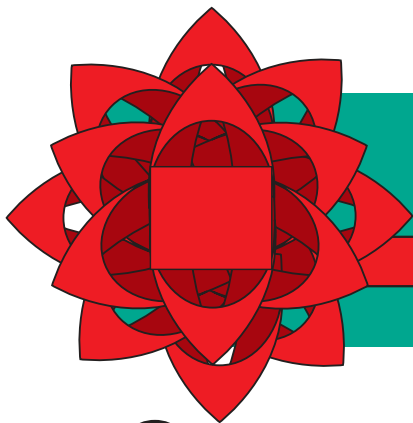
HOLIDAY WEIGH IN



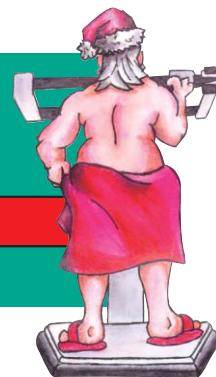
Sample Timeline

November 3 to 7	Information in company newsletter
November 7	Paycheck insert/flyers
November 17 to 21	E-mails/voicemail
November 17 to 21	Provide scales and a place to weigh
November 21	Enrollment forms due
November 24 to 28	Low-fat holiday recipes (1 page)
December 1 to 5	Handout – “Managing Holiday Stress”
December 8 to 12	Low-fat holiday recipes (1 page)
December 15 to 19	Handout – “Healthy Holiday Eating”
December 22 to 26	No handout Christmas week
December 29 to January 2	Handout – “New Year’s Resolutions”
January 5 to 9	Provide scales and a place to weigh
January 5 to 9	Weigh out forms due. Distribution and collection of evaluations
January 26 to 30	Prize distribution
January 26	Distribute the following to employees: <ul style="list-style-type: none">• List of prize winners• Number of participants – individuals and teams• Total company weight loss• Evaluation of results, including “success stories” and comments





HOLIDAY WEIGH IN



Organizational Resources

Complete the checklist to assess your organizational resources and capabilities. This will help you to determine how resources may benefit or limit the scope of your Holiday Weigh In program.

COMMUNICATIONS

Printing

- ☐ Flyers
- ☐ Handouts
- ☐ Paycheck inserts
- ☐ Weigh in forms
- ☐ Weigh out forms
- ☐ Evaluations

Ways to communicate program to employees

- ☐ Employee newsletter
- ☐ E-mail. Does everyone have access?
- ☐ Paycheck inserts. How often? Approved?
- ☐ Voicemail
- ☐ Time clocks
- ☐ Inter/Intranet
- ☐ Departmental/corporate meetings
- ☐ Cafeteria/break rooms
- ☐ Stairs/elevators
- ☐ Bulletin boards
- ☐ Drop box location/s

SCHEDULES

- ☐ Differing employee shifts
- ☐ Rotating schedules
- ☐ Paydays during promotion

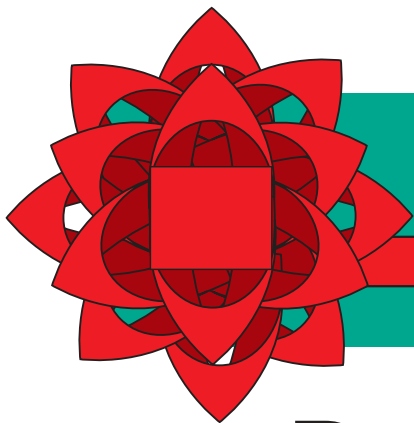
PERSONNEL

- ☐ Who in your organization will be responsible for coordinating and implementing the Holiday Weigh In program?
- ☐ Who will assist with facilitating the promotion of the program?
- ☐ Who are the key leaders to help promote the program?
- ☐ Who is the best person for tracking the team's results?
- ☐ Who is the best person to calculate the evaluation results?

CORPORATE CULTURE

- ☐ How healthy is your corporate culture?
- ☐ Do leaders support corporate health management programs?
- ☐ Do employees get along and have fun?



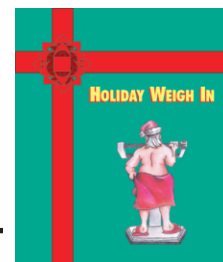


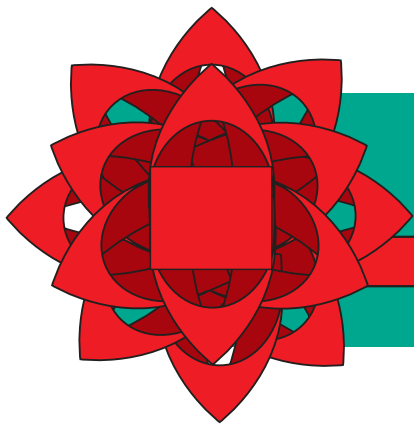
HOLIDAY WEIGH IN



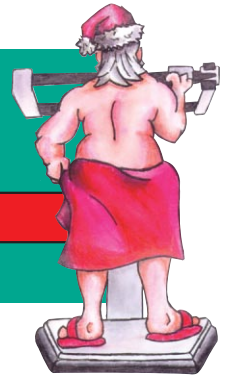
Program Guidelines

- #1 Employees form teams of at least four and no more than six of their coworkers.
- #2 A team captain is chosen.
- #3 Teams weigh in during a predetermined week set by your company.
- #4 Rules for weighing in and out:
 - Weigh in and out on the same scale
 - Weigh in and out around the same time of day
 - Weigh in and out in same type of clothing (if you weigh in wearing jeans, weigh out wearing jeans) and without shoes.
- #5 The team captain records weights confidentially, and one combined team weight is entered for the whole team.
- #6 The team captain drops the enrollment form in the drop box at your facility by the predetermined date.
- #7 The teams' information is then entered into a spreadsheet (see "tracking upir team" page of program).
- #8 Teams receive educational handouts, recipes, and other encouragement to help them maintain their weight during the holidays.
- #9 Teams weigh out during a predetermined week set by your company following the above rules for weighing in and out.
- #10 The team captain records weights confidentially, and one combined team weight is recorded and entered.
- #11 The team captain sends the weigh out form to your facility coordinator to be entered in the spreadsheet.
- #12 Prizes are awarded (see incentive page for ideas on incentives and distribution).
- #13 Program evaluation.





HOLIDAY WEIGH IN



ADDITIONAL INFORMATION



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Providing Scales

Holiday Weigh In participants will need to weigh themselves at the beginning and end of the program. They will combine their weight with their teammates for one total combined team weight. To ensure accuracy, participants will need to weigh in and out on the same scale.

For the convenience of your employees, it is recommended you provide a reliable and accurate scale at your worksite, as well as a private place for employees to weigh. This is also a great place to have the enrollment forms and the drop box. Don't forget to advertise the location of the scale on your promotional materials.



Tracking Your Teams

Create a spreadsheet to track each team, each team members' e-mail addresses (if available), and their beginning (weigh in) and ending (weigh out) weights. (Below is an example.)

After you collect the enrollment forms you will enter the following information:

- Captain's name
- Captain's e-mail address
- Dept/facility
- Total combined "weigh in" weight for the team
- Additional team members' names and e-mail addresses

After the teams weigh out, you will again enter the combined weight of the team. Use this spreadsheet to track the team weights to determine who will receive prizes. The spreadsheet is also useful in evaluating the number of participants, number completing the program, and how much total weight your employees lost.

Captain	Captain's E-mail	Dept./ Facility	Total Team Weigh In	Total Team Weigh Out	Loss/ Gain	Member #2	#2 E-mail
S. Smith	smith@abc.com	HR	852	843	-9	D. Jones	
J. Doe	jdoe@abc.com	Sales	619	607	-12	T. Smith	



Incentive and Prize Distribution Ideas

Incentive Ideas

- Time off for holiday shopping
- Cash/gift certificate for holiday shopping
- Low-fat holiday cookbook
- Massage gift certificate
- Gym membership
- Exercise clothing or shoes
- Exercise/recreation equipment
- Stress balls
- Extended lunchbreak
- Movie tickets
- Emergency car kit
- First aid kit
- Mall gift certificates
- Holiday Weigh In sweatshirts/t-shirts
- Jackets
- Gym/sports bag
- Trips
- DVD players
- Recognition in staff meeting or company newsletter

Prize Distribution Ideas

- Prize drawing for all those who completed the program
- Prize drawing for all those who maintained or lost weight
- Prizes to all teams who maintained weight
- Prizes to all teams who maintained within a certain range (five pounds)
- Prizes to all teams who completed the program
- Prize to the team that lost the most weight



Program Evaluation

Program Name: _____

Program Start/End Dates: _____

Participation:

Enrollment Number (individuals): _____ Enrollment Number (teams): _____

Number completing the program (individual): _____ (teams): _____

Incentives:

Did you use incentives? _____ Why or why not? _____

What incentives were used? _____

Promotion Strategies:

What did you use to promote this program?

☐ Posters

☐ Company newsletter

☐ Voice/e-mail

☐ Bulletin boards

☐ Paycheck Stuffers

☐ Other: _____

What promotion strategies worked? _____

What didn't work? _____

Program Materials:

What program materials did you use?

☐ Kick-off flyer

☐ Paycheck insert

☐ Flyer

☐ Drop box cover

☐ Weigh in/out forms

☐ Educational handouts

☐ Other: _____

What aspects of the program were successful? _____

What aspects of the program, if any, will you change for next year? _____

Participant Feedback:

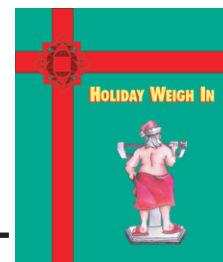
Include participant evaluation results.

Help us improve our program by sending a copy
of this evaluation to

IHC Health Management Services
4646 West Lake Park Blvd.
Salt Lake City, UT 84120



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Participant Evaluation

Please take a few moments to evaluate the Holiday Weigh In program. Your feedback will help us continue to make the program successful in the future.

Please circle the number which best represents your opinion:

1 – Not valuable 2 – Somewhat valuable 3 – Very valuable 4 – Extremely valuable

#1 Overall Holiday Weigh In program	1	2	3	4
#2 Educational handouts	1	2	3	4
#3 Low-fat holiday recipes	1	2	3	4
#4 Holiday Weigh In and motivation to maintain weight	1	2	3	4
#5 Prize incentives and motivation to maintain weight	1	2	3	4
#6 Team support and motivation to maintain weight	1	2	3	4

#7 Did you enjoy the Holiday Weigh In?

☐ Yes

☐ No

#8 Were you successful in maintaining your weight throughout the holidays?

☐ Yes

☐ No

#9 Would you participate in this program again next year?

☐ Yes

☐ No

If not, why? _____

#10 What was your number one motivation to participate in the Holiday Weigh In?

☐ Prizes

☐ Coworker encouragement

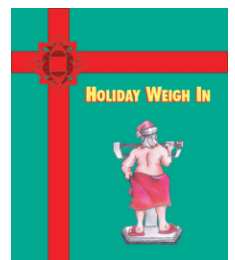
☐ To maintain weight

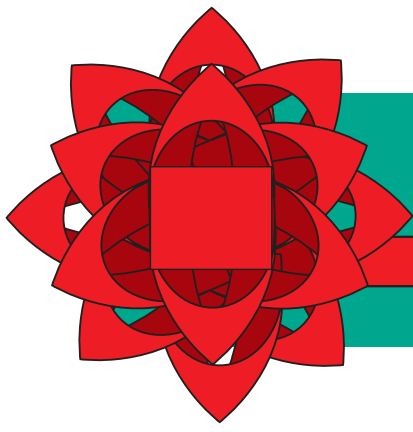
☐ Fun

☐ Other _____

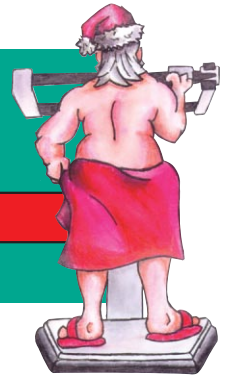
#11 If you could change one thing about the Holiday Weigh In program to make it better, what would you change? _____

#12 Any additional comments or suggestions? _____



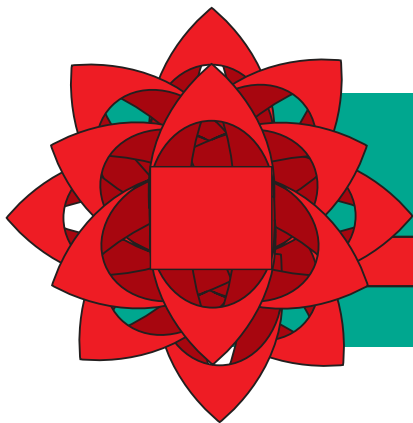


HOLIDAY WEIGH IN

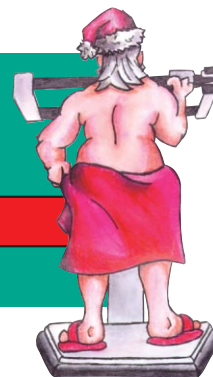


PROGRAM MATERIALS





HOLIDAY WEIGH IN



Kickoff Day

Date:

Time:

Place:



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Sample Paycheck Insert

Did You Know?

Most people gain a pound or two during the holiday season. It might not sound like a lot, but those pounds add up over the years and can contribute to obesity-related health problems such as diabetes and heart disease. This year don't join them and gain, join us and maintain. *Participate in the Holiday Weigh In!*

What is the Holiday Weigh In?

A great way to team up with your coworkers to maintain your weight during the holidays and work towards your chance to win a prize! So create a team of at least four people and participate today.

What are the rules for weighing in?

Weigh in and out

- On the same scale;
- Around the same time-of-day;
- In same type of clothing (if you weigh in wearing jeans, weigh out wearing jeans); and
- Without shoes.

How do I participate?

- Create a team of four to six of your coworkers;
- Follow the guidelines to the right; ("How to Participate");
- Complete the registration form below by November 21, 2003; and
- Watch for helpful hints and low-fat recipes.

How to Participate:

- #1 Create a team of at least four people and at most six people.
- #2 Go to the scales! Find the nearest scale in your facility, and get your groups total weight!
- #3 Complete the weigh-in form (included at the bottom of this form) and drop it in the drop box at your facility by November 21, 2003.
- #4 Work on maintaining your weight throughout the holidays (from November 22 to January 3). Watch for healthy holiday tips to help you reach your goal.
- #5 Weigh out the week of January 6 to 10.
- #6 Turn in your holiday weigh out form at your facility drop box on or before January 9, 2004.
- #7 Watch for prizes. Teams who maintain or lose weight will be entered in a prize drawing.

Prizes

- a. Grand Prize – DVD player (1 team)
- b. Holiday Weigh In sweatshirts (20 teams)
- c. Holiday Weigh In long sleeve t-shirts (30 teams)



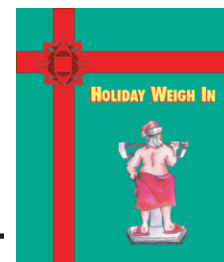
2003 Holiday Weigh In Registration Form

Name	E-mail	Facility	Phone Number
1. (captain)			
2.			
3.			
4.			
5.			
6.			

Group Weigh In: _____ lbs.

One combined weight for the whole team! *Teams must consist of at least 4 people*

Forms are due by November 21, 2003.



Participate in

HOLIDAY WEIGH IN

It's that wonderful time of the year again...

MAINTAIN DON'T GAIN

Step 1

Get a team of four to six people together.

Step 2

Decide on a Team Captain.

Step 3

Measure the weight of your team (one combined weight for the whole team).

Step 4

Help each other to eat healthy and exercise.

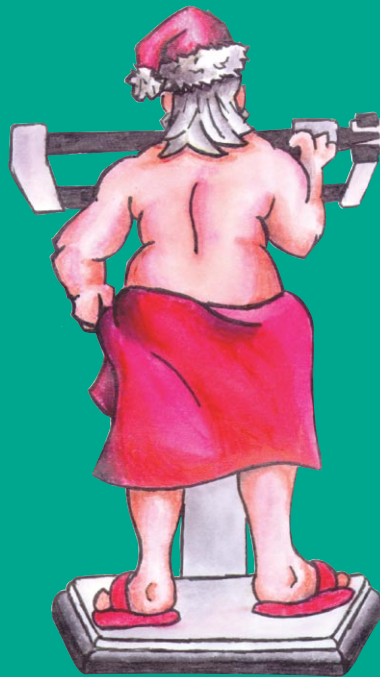
Step 5

Watch for educational information.

Step 6

After the holidays, measure your weight again.

shopping, eating, baking, tasting, wrapping, snacking, partying, munching!

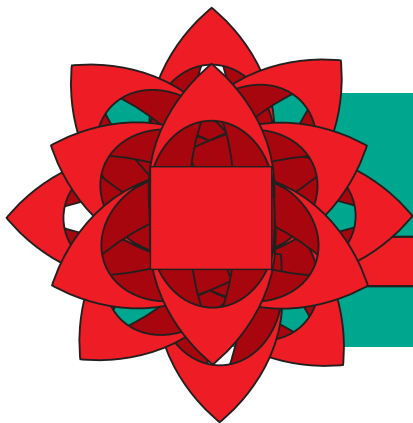


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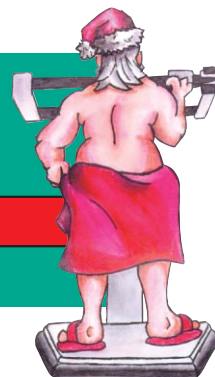
Weigh in Dates: _____

Scale Location: _____

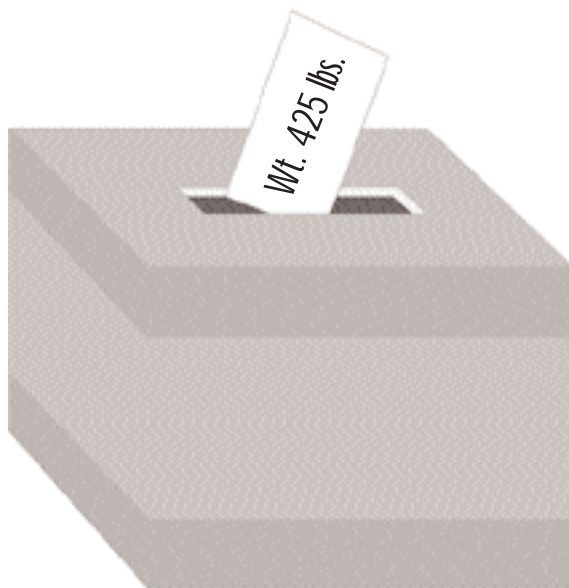
Weigh out Dates: _____



HOLIDAY WEIGH IN



Drop Box

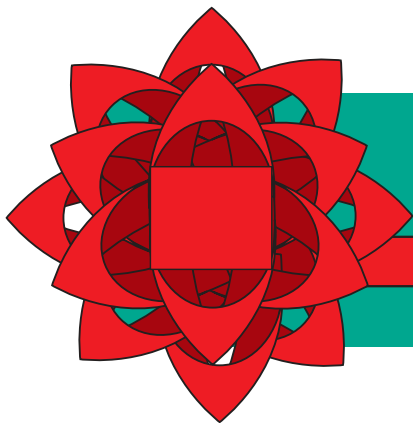


Submit weigh in forms by _____



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HOLIDAY WEIGH IN



Weigh In Form

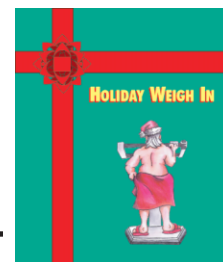
Name	E-mail	Department	Phone Number
1. (captain) _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

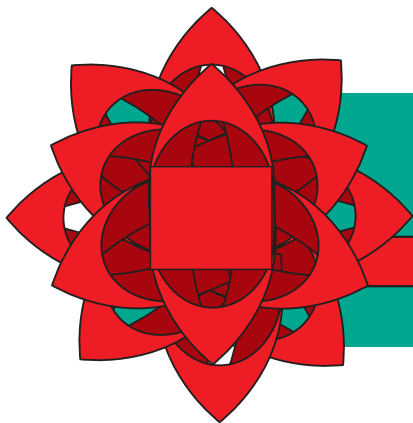
Group weigh in: _____ **lbs.**

One combined weight for the whole team!

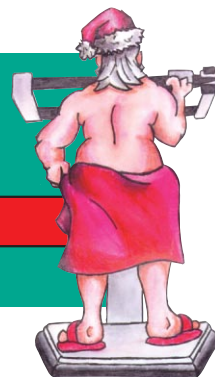
Rules for weighing in and out

- Teams must consist of at least four people, but no more than six people;
- Weigh in and out on the same scale;
- Weigh in and out around the same time of day;
- Weigh in and out in same type of clothing (if you weigh in wearing jeans, weigh out wearing jeans), and without shoes;
- Teams need to weigh in between _____ and _____ (dates);
- Scales are located _____; and
- Registration Forms must be returned to _____ by _____.





HOLIDAY WEIGH IN



Weigh Out Form

Name	E-mail	Department	Phone Number
1. (captain) _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

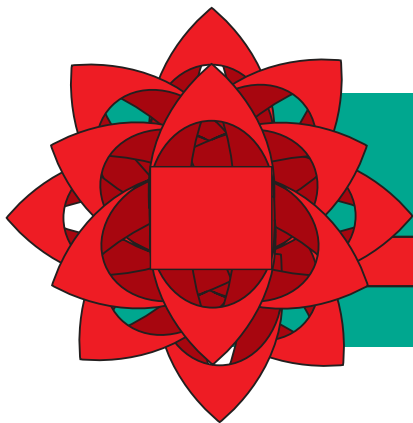
Group weigh out: _____ lbs.

One combined weight for the whole team!

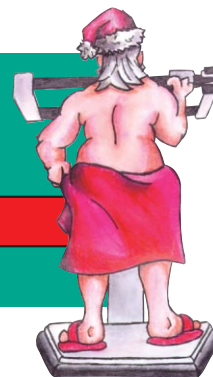
Rules for weighing in and out:

- Teams must consist of at least four people, but no more than six people;
- Weigh in and out on the same scale;
- Weigh in and out around the same time of day;
- Weigh in and out in same type of clothing (if you weigh in wearing jeans, weigh out wearing jeans), and without shoes;
- Teams need to weigh out between _____ and _____ (dates);
- Scales are located _____; and
- Weigh out forms must be returned to _____ by _____.





HOLIDAY WEIGH IN



Exercise and the Holidays

Tips on fitting exercise into your busy holiday schedule

Exercise can relieve stress, restore energy, lift your spirits, reduce depression and anxiety, and even help you get a good night's sleep. All of these benefits are important, especially at this busy time of year. Here are some tips for finding the time for exercise.

- Stay motivated by focusing on the benefits you will gain if you continue exercising throughout the winter.
- Shovel snow. This is a good cardiovascular workout and something that needs to be done. Use proper shoveling techniques so you do not hurt your back.
- Do yoga or lift weights while you watch the holiday specials on television. This is a good way to get the exercise you need.
- Make the time you spend with the kids active time. Take them for a walk, go sledding, or even have a snowball fight. This is beneficial for everyone involved.



- Walk as much as you can. Take the stairs, park a little farther away, or deliver the neighbor's gifts by foot.
- Break it up. Get in three, ten-minute sessions throughout the day if that is the only way you can fit exercise into your schedule.

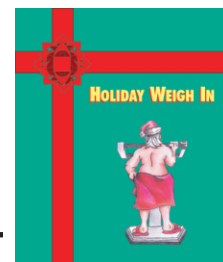
- Move your workout indoors. Walk in the mall, join a gym, buy or rent a new aerobics video that you can do at home, or even try swimming in an indoor pool.
- Don't be too hard on yourself if you miss a day. Just get back in there and try again!

- Participate in winter activities. There are many winter sports you can participate in that offer a great way to get in your 30 minutes of activity a day.



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Burning Holiday Calories

Amount of calories burned per hour of activity

Being Festive

	Calories
Decking the halls (and the Christmas tree)	178
Christmas caroling	107
Playing Christmas carols on the piano	178
Dancing the night away	321
Mingling and socializing	143
Making yourself gorgeous and dressing up	178
Kissing under the mistletoe	71
Chatting on the phone with family and friends	107
Christmas shopping	164
Wrapping presents	107

Entertaining

Cleaning house in preparation for guests	250
Grocery shopping for the feast	250
Packing the groceries upstairs (for an hour)	571
Baking Christmas goodies	179
Clearing the table and washing the dishes	164

Keeping Safe and Warm

Chopping and splitting wood	428
Carrying and stacking wood	357
Removing snow with a snow blower	321
Removing snow with a shovel	428

Playing

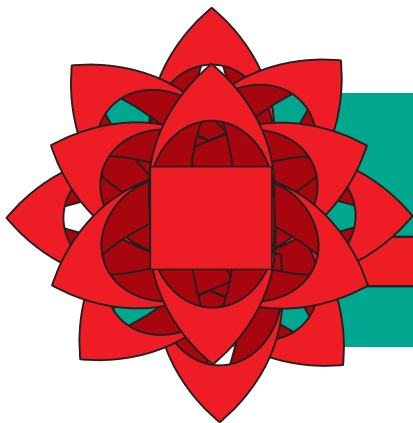
Sitting and playing cards	107
Having a snowball fight	321
Building a snowman	285
Making snow angels	214
Ice skating	500
Snowshoeing	571
Snowmobiling	250

Source: ACSM

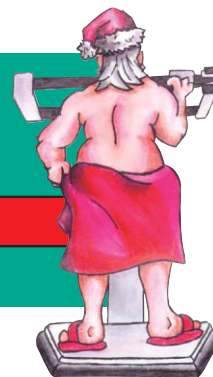


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HOLIDAY WEIGH IN



New Year's Resolutions

Make an Action Plan

Decide what you are going to work on. Set specific goals. Make a step-by-step plan of how you are going to achieve your goal. Write down your goal and your plan. A written plan increases your commitment (remember to start slow).

Involve Others

Tell other people your goals. Letting people know what your goals are will allow them to help support you. They can encourage you to continue working towards your goal. Sometimes just having someone ask you how you are doing on your goal inspires you to work a little harder.

Get a Friend

Find someone, a family member or a friend, who has similar goals. Work together on your goals. This will motivate you, and you will have someone to share in your struggles and successes.

Reward Yourself

Set up a reward for yourself that you feel is equal to the goal. This can be anything from a new book to a vacation; however, do not reward yourself with food. Write the reward next to the goal.

Don't Give Up

Remember, it takes time to change bad habits and form new ones. Keep trying and don't give up. If you don't make it to the gym one morning don't just give up all together; try again tomorrow.

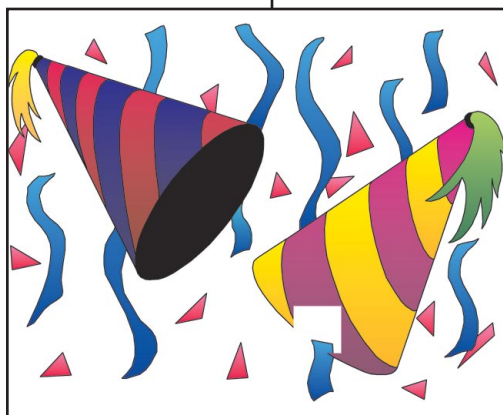
My Goals

Start: (Write one thing I am going to start doing.)

Stop: (Write one thing I am going to stop doing.)

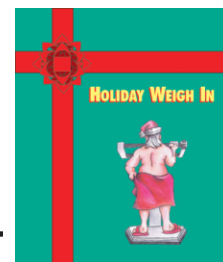
Continue: (Write one thing I am going to continue to work on.)

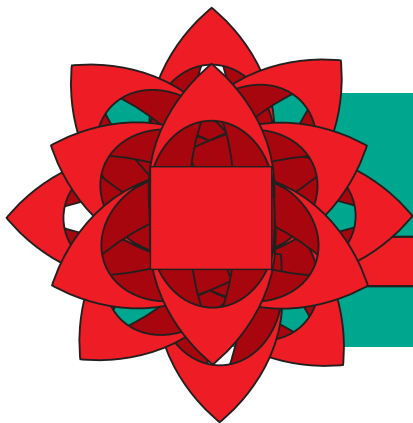
My Reward:



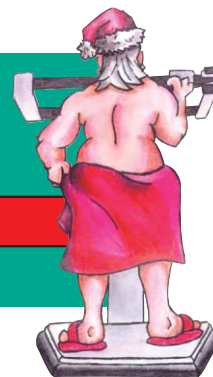
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HOLIDAY WEIGH IN



Healthy Holiday Eating

Parties

- Bring a healthy food item to the party (veggies or fruit and low-fat dip).
- Don't go to the party starving. Eat a little snack before you go.
- Eat slowly and savor every bite.
- Only put on your plate those things that you really want to eat.
- Keep a glass of water with you.
- When you are done eating, walk away from the food area.

- Sugar may be reduced by $\frac{1}{3}$ in recipes, except candy recipes.
- Fat can be reduced by $\frac{1}{3}$. Try replacing half the fat with applesauce when making breads, muffins, cookies, and brownies.

Eating on the Run

The holidays are busy and often there isn't time to sit down and have a meal. Here are some tips to healthy eating on the run:

Holiday Cooking

- Nonfat sour cream, nonfat yogurt, or buttermilk can be used as the base for some dips and salad dressings and can usually be substituted for sour cream in recipes.
- Skim milk may be substituted for whole milk in your recipes. Try evaporated skim milk or double strength dry powdered nonfat milk in recipes for a creamy or thick quality.
- Use whole wheat flour or make a mixture of $\frac{1}{2}$ whole wheat flour with $\frac{1}{2}$ white flour for use in recipes.
- Two egg whites can be substituted for one whole egg.
- Use three tablespoons of cocoa plus one tablespoon of margarine or oil when a recipe calls for a one ounce square of chocolate.



- Use the crockpot. This allows you to put the meal on at the beginning of the day and have it all ready when you come home.
- Keep healthy staples on hand so you can quickly throw something together. This includes things such as pasta, rice, potatoes, packaged salad, and cut and washed veggies.

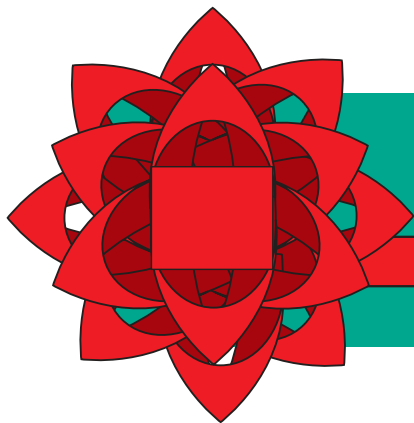
- When dining out, make healthier choices such as grilled instead of fried, no sauces, or dressing on the side. Try sharing meals, or putting half the portion in the doggie bag at the beginning of the meal. Try ordering water instead of a carbonated or "specialty" drink.
- Make a menu. This way you already know what you are going to fix for dinner and you can plan healthier meals.



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HOLIDAY WEIGH IN



Healthy Holiday Tips

Watch Serving Sizes

Maintain your weight over the holidays by watching your serving sizes and the number of servings you eat. Try not to increase your serving size or amount of servings during the holidays. If everything looks good, just take a half or a fourth of a serving size instead of a whole serving of each dish.

Eat Something Before You Go

Help to curb your appetite by eating a small, healthy meal before you go to a holiday party. By doing this you, won't arrive at the party famished and instinctively over fill your plate.

Plan Ahead

Make it a goal to maintain your weight this holiday season by eating healthier. This goal gives you a better chance of succeeding.

Eat Regular Meals

Maintain regular eating patterns as much as you can to avoid being overly hungry and binge eating. Do not skip meals—it leads to overeating.

One Trip to the Buffet Table

Don't go back for seconds. Look over the table and take a little of what you want. Eat slowly, and enjoy so you will feel satisfied.

Drink Water

Avoid other drinks that are high in empty calories. Drinking water will help you save those calories and feel more full.

Include Physical Activity

Make physical activity part of your holiday traditions. Include something active as part of your holiday parties. Encourage your family members to be active. Play football or tag, take a walk, or sing around the piano. Anything to get everyone up and moving.

Moderation

Don't deprive yourself of everything during the holidays. Allow sweets in moderation. Choose what you will splurge on and then have a little piece. Limit yourself to a treat a day. Make it something you really want.

Don't Do It Alone

Tell your friends and family members that you want to maintain your weight during the holidays. This will allow them to support you. Support is a big key in success, especially this time of year.

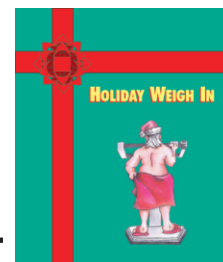
Don't Give Up

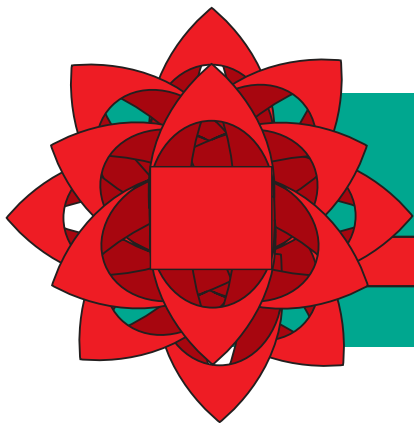
Try to avoid the "all or nothing way of thinking." If you over indulge one day, just get back on track the next day or the next meal.



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HOLIDAY WEIGH IN



Tips For Managing Holiday Stress

Set Priorities

People tend to overextend themselves during the holidays. You cannot do everything. Decide what activities you and your family would most enjoy and focus on those activities.

Keep It Simple

Do things to make the holidays a little easier on yourself. Take advantage of ways to save time.

Have guests bring part of the meal, get your gifts wrapped when you buy them, buy pre-made pie crusts and other ingredients, start your shopping a little earlier, and just simply remember to keep it simple.

Stay Within Your Budget

You can't enjoy the holidays if you are concerned about how you are going to pay the bills when it is over. Choose simple, thoughtful, and useful gifts. Try making gifts or giving gifts of service. Know your spending limit and stick to it.

Volunteer

It is amazing what helping others can do to lift your spirits. Consider donating some of your time to a local organization of your choice. You can also donate gifts to needy families, collect canned goods, or visit a local children's hospital. You might find this the best stress reducer of all!



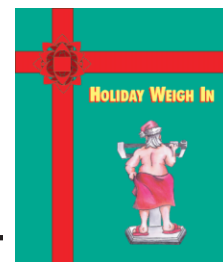
Be Healthful

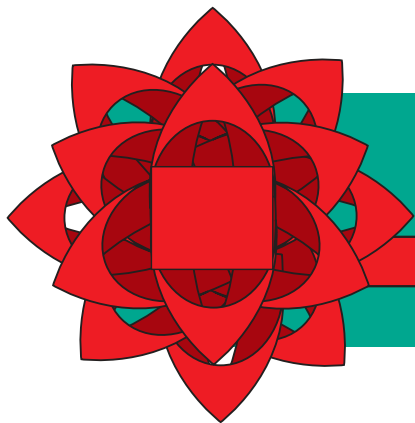
During the hustle and bustle of the season, don't forget to take time to do something for yourself each day. Do not to abandon healthy habits by eating and drinking more than usual just because it's the holiday season. Eat balanced meals, get plenty of sleep, and schedule time for exercise.



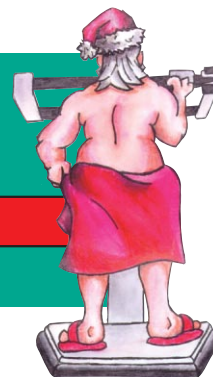
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HOLIDAY WEIGH IN



Low-Fat Holiday Recipes

Vegetable-Sage Stuffing (8 to 10 servings)

1 c. celery, diced	1 c. onion chopped	2 tsp. poultry seasoning
1 tsp. sage	1 c. carrots finely chopped	
3 c. sliced mushrooms	3 c. frozen, French-style green beans, thawed and chopped	
Salt and pepper to taste	10 slices day-old enriched white bread cut into ½-inch cubes	
2 packets <i>instant</i> chicken broth dissolved in 2 c. hot water (or 2 c. chicken or turkey broth)		

In a large saucepan, combine mushrooms, green beans, celery, onion, carrots, and dissolved broth mix. Cook, uncovered, until vegetables are tender and volume is reduced to ½ to ⅔ cup (30 to 40 min). Add sage, poultry seasoning, salt, and pepper. Gently add in bread and transfer to 1 ½ or 2 qt. casserole sprayed with non-stick cooking spray. Cover and bake at 325 F for 25 to 30 minutes or until thoroughly heated. For dryer stuffing, remove cover for last 5 to 7 minutes.

Calories: 107 **Fat:** 1 gram **Fiber:** 3 grams

Eggnog (4 servings)

¼ c. egg substitute	1 c. skim milk
1 c. evaporated skim milk	¾ c. vanilla fat-free frozen dessert
1 to 2 Tbsp sugar	½ tsp. rum-extract
½ tsp. brandy extract	Nutmeg

In blender, combine all ingredients except nutmeg and process until smooth. Sprinkle with nutmeg.

Calories: 132 **Fat:** 0 grams **Fiber:** 0 grams

Easy Turkey Gravy

Pour pan drippings into a glass measuring cup. Put in refrigerator or freezer until fat rises to top. Skim off fat and save broth. For each cup of broth, mix together 1 Tbsp. cornstarch and 1 Tbsp. water. Stir this into the de-fatted broth. Season with salt and pepper to taste. Bring to a simmer and stir until thickened. (For thicker gravy, add more cornstarch, for thinner gravy add less cornstarch).

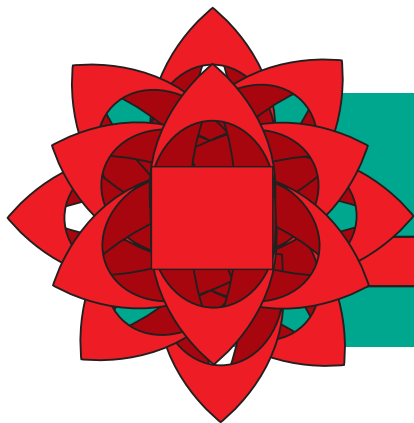
Calories: 8 **Fat:** 0 grams **Fiber:** 0 grams



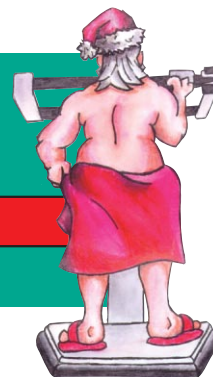
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HOLIDAY WEIGH IN



Low-Fat Holiday Recipes

Broccoli-Rice Casserole (8 servings)

4 c. chopped broccoli	5 tsp. margarine, divided	½ c. chopped onion
3 Tbsp. flour	½ tsp. dry mustard	1 ½ c. skim milk
¼ tsp. salt	⅛ tsp. pepper	1 ½ c. hot, cooked long-grain rice
¼ c. fat-free mayonnaise	cooking spray	
⅓ c. crushed melba toasts	1 c. shredded reduced-fat sharp cheddar cheese	

Cook chopped broccoli in boiling water three minutes or until tender. Drain and plunge into cold water; drain again and set aside. Preheat oven to 350 F. Melt four tsp. margarine in a medium saucepan over medium heat. Add onion; sauté three minutes or until tender. Add flour and mustard; cook one minute, stirring constantly with a whisk. Gradually add milk, stirring constantly; cook an additional three minutes, or until thick and bubbly, stirring constantly. Remove from heat; stir in salt and pepper. Combine broccoli, milk mixture, rice, cheese, and mayonnaise in a bowl. Spoon into a shallow two quart casserole coated with cooking spray. Melt one tsp. margarine, and combine with melba toast crumbs; sprinkle over broccoli mixture. Bake at 350 F for 25 minutes or until thoroughly heated.

Calories: 167 **Protein:** 8.6 g **Fat:** 5.5 g **Carbohydrate:** 20.8 g **Cholesterol:** 10 mg **Sodium:** 357 mg

Sweet Potato Crunch (11 servings)

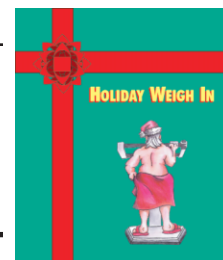
5 c. (½") cubed peeled sweet potatoes	2 large egg whites (at room temp.)
1 c. applesauce	1 large egg yolk
Cooking spray	2 Tbsp. all-purpose flour
½ c. packed brown sugar	½ tsp. ground cinnamon
1 tsp. vanilla extract	
½ tsp. salt	
1 Tbsp. margarine, melted	

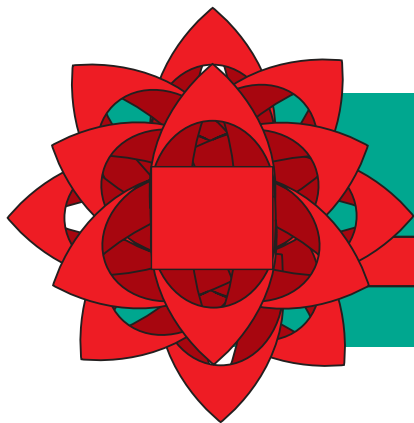
Cook sweet potatoes in boiling water 15 minutes or until tender; drain well and cool. Preheat oven to 350 F. Place potatoes and applesauce in a food processor; process until smooth. Add egg yolk, vanilla, salt, and cinnamon; process until smooth. Spoon into a bowl; set aside. Beat egg whites until stiff peaks form. Gently stir one-third of egg whites into potato mixture; gently fold in remaining egg whites. Spoon into a 1 ½ quart soufflé dish coated with cooking spray. For topping, combine brown sugar, flour, and margarine; sprinkle over potato mixture. Bake at 350 F for 35 minutes or until set. Note: Cover and refrigerate potato mixture, without topping, for up to 24 hours, if desired. Uncover, sprinkle with topping, and bake at 350 F for 45 minutes.

Calories: 135 **Protein:** 2 g **Fat:** 1.8 g **Carbohydrates:** 28.2 g **Cholesterol:** 20 mg
Sodium 141 mg.

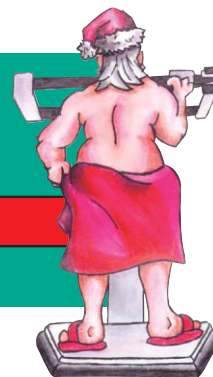


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HOLIDAY WEIGH IN



Low-Fat Holiday Recipes

Cranberry Wassail (8 servings)

2 ½ c. boiling water	¾ c. sugar	¼ tsp. nutmeg	1 ½ c. water
2 c. cranberry juice cocktail	¼ tsp. allspice	⅓ c. lemon juice	¼ tsp. cinnamon
½ c. orange juice	2 Tbsp. tea leaves or 6 tea bags		

Pour boiling water over tea and spices. Cover and let steep for five minutes. Strain. Add sugar and stir to dissolve. Add remaining ingredients and heat just to boiling. Serve hot with peppermint candy canes as stirrers.

Per 1-cup servings: Calories: 117 Fat: 0 g Fiber: 0 g

Pumpkin Pie with Gingersnap Crust (8 servings)

⅓ c. regular oats, uncooked	¼ tsp. ground cardamom (optional)
⅔ c. gingersnap cookie crumbs	¼ tsp. ground ginger
2 Tbsp. margarine, melted	¼ tsp. ground nutmeg
¼ teaspoon ground cinnamon	¼ tsp. ground allspice
Cooking spray	⅛ tsp. salt
⅔ c. sugar	1 ¼ c. evaporated skimmed milk
1 tsp. ground cinnamon	½ tsp. vanilla extract
1 16-oz. can of cooked pumpkin, mashed	2 eggs

Position knife blade in food processor bowl; add oats. Process until finely ground. Combine ground oats and next three ingredients in a bowl; stir well. Press into a nine-inch pie plate coated with cooking spray. Bake at 350 F for ten minutes. Let cool on a wire rack. Combine sugar and next ten ingredients in a large bowl; beat with an electric mixer at medium speed for one minute or until well blended. Pour into prepared crust, and bake at 375 F for 50 minutes or until a knife inserted near center comes out clean. Cool on a wire rack. Chill two hours before serving.

Calories: 247 Fat: 8 g Fiber: 3 g

Apple-Cinnamon Glaze

1 tsp. cornstarch	⅛ tsp. cinnamon	2 lemon slices
½ c. frozen apple juice concentrate (thawed)		

Combine apple juice concentrate, cornstarch, and cinnamon in a small saucepan. Add lemon slices. Cook over medium heat until thickened, stirring constantly. Baste meat with glaze prior to cooking and every 20 to 30 minutes during cooking.

Per recipe: Calories: 248 Fat: 1 g Fiber: 1 g



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